

<b>Process Name:</b> Timekeeping and Leave Accounting		<b>Process Identifier:</b> TL	
<b>Sub-Process Name:</b> New Hire		<b>Sub-Process Identifier:</b> TL-1	
<b>Sub-Process Purpose and Objectives:</b> Process sets up appropriate records in Data Capture System			
<b>Sub-Process Description:</b> When a new employee comes to an agency, SEIS establishes default timesheets in DCS. The agency establishes security for timesheet entry and timesheet approval.			
<b>Sub-Process Trigger(s):</b> • Employee new to agency		<b>Key Sub-Process Participants:</b> • Agency	
<b>Inputs:</b>			
<b>Input</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Suppliers</b>
New personnel record	Database	7,000 per year	Agency
<b>Outputs:</b>			
<b>Output</b>	<b>Format</b>	<b>Volume/Time</b>	<b>Recipients</b>
Default timesheets	Database		Agency
<b>Performance Measures Tracked:</b>			
<b>Measure</b>		<b>Approx. Value</b>	<b>Target Value</b>
<b>Laws, Regulations, and Policies That Govern Sub-Process:</b> DOP Attendance and Leave Policies and Procedures			
<b>Current Sub-Process Issues/Problems:</b>			
<b>Improvement Opportunities:</b>			

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<b>Opportunity</b> <i>Merge cells to link one Opportunity to multiple impacts)</i>	<b>Organizational Impacts</b> <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
<b>Applications that Support the Sub-process</b>		
<b>Application Name(s)</b> <i>(Internal name and vendor's name)</i>	<b>Technology Description</b> <i>(Programming vendor, language, platform, database, etc.)</i>	
SEIS	In house developed, COBOL, IBM mainframe, IMS	
Data Capture System	IBM mainframe, COBOL, CICS, DB2	

